

OVERVIEW OF BUDGET

DEPARTMENT: PROBATION
ADMINISTRATOR: RAYMOND WINGERD

2003-04

	<u>Appropriations</u>	<u>Revenue</u>	<u>Local Cost</u>	<u>Fund Balance</u>	<u>Staffing</u>
Admin/Comm Corr	34,872,731	21,149,322	13,723,409	-	473.6
Court Ordered Placements	7,382,883	-	7,382,883	-	-
Detention Corrections	43,546,689	16,223,754	27,322,935	-	638.0
Pretrial Detention	512,610	-	512,610	-	7.0
Assembly Bill 1913 (AB1913)	260,781	260,781	-	-	75.0
Special Revenue	12,335,706	6,320,513	-	6,015,193	-
Total	98,911,400	43,954,370	48,941,837	6,015,193	1,193.6

**BUDGET UNIT: PROBATION – ADMIN & COMMUNITY CORRECTIONS
(AAA PRB)**

I. GENERAL PROGRAM STATEMENT

The Probation Administration Bureau is responsible for the overall management of the Probation Department's field services, institutions, and pretrial detention units. The Community Corrections Bureau included in this budget unit provides adult and juvenile court related services in the areas of investigation and probationer supervision.

II. BUDGET & WORKLOAD HISTORY

	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Estimated 2002-03</u>	<u>Department Request 2003-04</u>
Total Appropriation	29,720,431	30,833,153	32,895,377	34,872,731
Total Revenue	20,151,510	20,273,167	22,345,216	21,149,322
Local Cost	9,568,921	10,559,986	10,550,161	13,723,409
Budgeted Staffing		482.0		473.6

Workload Indicators

Adult Services:

Supervision (avgs)	16,992	18,842	19,000	20,000
Investigations (avgs)	10,532	12,000	13,000	14,000
Electronic Monitoring (avgs)	64	75	75	75

Juvenile Services:

Supervision (avgs)	3,903	4,200	3,500	3,700
Investigations (avgs)	3,496	4,000	2,900	3,000
Intake/Community Service Team	6,060	6,100	7,500	7,800

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

The 4% Spend Down Plan, included in Base Year Adjustments, eliminated 1.0 budgeted staff (1.0 Probation Officer). The end of funding from various grants and school contracts eliminated 11.0 positions (1.0 Administrative Clerk, 1.0 Clerk II, 1.0 Corrections Officer, 6.0 Probation Officers, 1.0 Public Service Employee, 1.0 Secretary I) while funding from new grants and contracts added 3.6 positions (1.0 Background Investigator, 2.6 Probation Officers) for a net decrease of 8.4 budgeted staff.

PROBATION

PROGRAM CHANGES

Vehicle charges, travel costs, and systems development are expected to increase in 2003-04; however, reductions in temporary help, general maintenance, rents/leases, and training costs combined with a transfer of Risk Management charges to AAA PRN (to cover liability insurance) will decrease service and supplies by approximately \$300,000. A Federal Community Oriented Policing Services Technology grant was approved in January 2003, which will provide one-time funding for the installation of both an adult and juvenile Case Management system.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The departments has a total of 19.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	15.0	Slated for Deletion
Vacant Budgeted In Recruitment	<u>4.0</u>	Retain
Total Vacant	19.0	

Vacant Position Restoration Request:

The department has submitted a policy item for the restoration of the 15.0 vacant budgeted positions that are slated for deletion.

CAO Rec	Item	Program	Budgeted Staff	Program Description
	1	Administrative Services Bureau	3.0 \$116,056 Local Cost	These 3.0 Clerk II positions provide administrative support including the processing of new cases, updating warrant information and conditions of probation, and reassignment of new cases.
	1	Administrative Services Bureau	1.0 \$48,211 Local Cost	This Clerk IV position supervises the central administrative group; manages the report distribution system; develops cross divisional reports; and oversees the fingerprinting systems, submission process, central reception area, mail distribution, and issuance of department identification.
	1	Administrative Services Bureau	1.0 \$108,584 Local Cost	This Probation Division Director I position is responsible for oversight of the Day Reporting Center in the Central Valley area, as well as six programs that monitor approximately 1,500 minors on probation in the Central Valley area. This position also monitors five separate grant funding sources.
	1	Juvenile Intake Management, Success and Aftercare Programs, adult investigations, and recruiting.	9.0 - \$660,335 \$357,435 Local Cost \$302,900 Revenue Supported	These 9.0 Probation Officer II positions divert cases from court sentencing to prevention programs resulting in reduced costs in investigation, attorney fees, and court costs. In addition, these positions manage high risk juvenile probations; and work within the Success Program in positions in excess of those funded by AB1913. Finally, one of these positions is responsible for management of high risk juveniles which increases community safety and substantial county savings in out-of-home placement and CYA costs and one is responsible for the recruitment of personnel for the department.
	1	Administrative Services Bureau	1.0 \$59,895 Local Cost	This Supervising Accounting Technician position supervises a fiscal staff responsible for complex documentation for grants and entitlements; hires and trains staff; assigns and monitors work; evaluates work performance; performs a variety of accounting functions.

PROBATION

V. OTHER POLICY ITEMS

The department is presenting a single policy item, an Adult Sex Offender Program, totaling approximately \$1.5 million and 14.0 new positions to hold sex offenders accountable and to protect the community. The adult sex offender is a great risk to public safety, and also has the highest recidivism rate of all lawbreakers.

VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Probation - Administration & Community Corrections
FUND: General AAA PRB

FUNCTION: Public Protection
ACTIVITY: Detention & Corrections

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
<u>Appropriation</u>					
Salaries and Benefits	28,228,048	27,930,769	4,146,290	-	32,077,059
Services and Supplies	6,717,157	5,167,266	143,456	-	5,310,722
Central Computer	477,855	477,855	(166,696)	-	311,159
Other Charges	72,399	74,500	-	-	74,500
Equipment	28,600	28,600	-	-	28,600
Transfers	<u>744,700</u>	<u>748,075</u>	<u>-</u>	<u>-</u>	<u>748,075</u>
Total Exp Authority	36,268,759	34,427,065	4,123,050	-	38,550,115
Reimbursements	<u>(3,373,382)</u>	<u>(3,593,912)</u>	<u>-</u>	<u>-</u>	<u>(3,593,912)</u>
Total Appropriation	32,895,377	30,833,153	4,123,050	-	34,956,203
<u>Revenue</u>					
Taxes	7,266,320	7,266,320	166,250	-	7,432,570
Current Services	1,226,085	1,271,332	-	-	1,271,332
State, Fed or Gov't Aid	13,850,858	11,733,515	568,282	-	12,301,797
Other Revenue	<u>1,953</u>	<u>2,000</u>	<u>-</u>	<u>-</u>	<u>2,000</u>
Total Revenue	22,345,216	20,273,167	734,532	-	21,007,699
Local Cost	10,550,161	10,559,986	3,388,518	-	13,948,504
Budgeted Staffing		482.0	(1.0)		481.0

GROUP: Law and Justice
 DEPARTMENT: Probation - Administration & Community Corrections
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ANALYSIS OF 2003-04 BUDGET

	E	F	E+F		G+H		I+J
	Board	Recommended	G	H	I	J	K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget	Restoration	Budget
					(Adjusted)		
<u>Appropriation</u>							
Salaries and Benefits	32,077,059	(248,018)	31,829,041	(993,081)	30,835,960	-	30,835,960
Services and Supplies	5,310,722	(302,802)	5,007,920	-	5,007,920	-	5,007,920
Central Computer	311,159	-	311,159	-	311,159	-	311,159
Other Charges	74,500	-	74,500	-	74,500	-	74,500
Equipment	28,600	-	28,600	-	28,600	-	28,600
Transfers	<u>748,075</u>	<u>225,090</u>	<u>973,165</u>	-	<u>973,165</u>	-	<u>973,165</u>
Total Exp Authority	38,550,115	(325,730)	38,224,385	(993,081)	37,231,304	-	37,231,304
Reimbursements	<u>(3,593,912)</u>	<u>242,258</u>	<u>(3,351,654)</u>	-	<u>(3,351,654)</u>	-	<u>(3,351,654)</u>
Total Appropriation	34,956,203	(83,472)	34,872,731	(993,081)	33,879,650	-	33,879,650
<u>Revenue</u>							
Taxes	7,432,570	-	7,432,570	-	7,432,570	-	7,432,570
Current Services	1,271,332	(16,705)	1,254,627	(14,400)	1,240,227	-	1,240,227
State, Fed or Gov't Aid	12,301,797	158,328	12,460,125	(288,500)	12,171,625	-	12,171,625
Other Revenue	<u>2,000</u>	-	<u>2,000</u>	-	<u>2,000</u>	-	<u>2,000</u>
Total Revenue	21,007,699	141,623	21,149,322	(302,900)	20,846,422	-	20,846,422
Local Cost	13,948,504	(225,095)	13,723,409	(690,181)	13,033,228	-	13,033,228
Budgeted Staffing	481.0	(7.4)	473.6	(15.0)	458.6	-	458.6

PROBATION

Base Year Adjustments		
Salaries and Benefits	(170,000)	4% Spend Down Plan - overtime and termination benefits savings.
	446,744	MOU.
	1,453,184	Retirement.
	407,756	Risk Management Workers Comp.
	2,012,800	Approved by the Board on September 10, 2002 mid-year salary adjustment for Specialized Peace Officers.
	55,806	Approved by the Board on December 17, 2002 mid-year salary adjustment for Probation Division Directors.
	(60,000)	30% Cost Reduction Plan - delete 1.0 budgeted staff (1.0 Probation Officer).
	<u>4,146,290</u>	
Services and Supplies	252,161	Risk Management Liabilities.
	(3,705)	Incremental change in EHAP.
	(105,000)	4% Spend Down Plan - tuition/membership and rents/leases savings.
	<u>143,456</u>	
Central Computer	<u>(166,696)</u>	
Total Appropriation	<u>4,123,050</u>	
Taxes	<u>166,250</u>	Increase in Prop 172 revenues.
State, Fed or Gov't Aid	418,282	Federal Title IV-E revenues - 4% Spend Down Plan.
	150,000	Targeted case management revenues - 4% Spend Down Plan.
	<u>568,282</u>	
Total Revenue	<u>734,532</u>	
Local Cost	<u>3,388,518</u>	

On September 10, 2002 the Board of Supervisors and the San Bernardino County Safety Employees' Benefit Association approved a Memorandum of Understanding for the Specialized Peace Officer-Supervisory units. Additionally, the Board of Supervisors approved an amendment to the 2001-04 MOU to provide additional compensation to Probation Division Directors I and II. These increases of \$2,068,606 are reflected in the local cost.

The Administration/Community Corrections Bureau agreed to decrease Salaries/Benefits (170,000), decrease services and supplies (105,000) and increase revenues (568,283) as part of the 4% Spend Down Plan. Additionally, \$60,000 of local cost (1.0 Corrections Officer) was deleted in response to the 30% Cost Reduction plan.

PROBATION

Recommended Program Funded Adjustments

Salaries and Benefits	(98,401)	Promoting Safe and Stable Families funding - delete 1.5 positions (1.0 Admin Clerk, 0.5 Probation Officer).
	(195,275)	Change in school contract funding - delete 3.5 positions (1.0 Corrections Officer, 1.5 Probation Officers, 1.0 Secretary I).
	(212,507)	Children's System of Care funding - delete 4.0 positions (1.0 PSE, 1.0 Clerk II, 2.0 Probation Officers).
	209,494	Federal Department of Justice/COPS Grant - add 2.7 positions (1.7 Probation Officers, 1.0 Background Investigator).
	(63,135)	Juvenile Accountability Incentive Block Grant - delete 1.0 position (1.0 Probation Officer).
	(55,353)	High Intensity Drug Traffic - delete 1.0 position (1.0 Probation Officer).
	50,611	Local Law Enforcement Block Grant - add 0.9 position (0.9 Probation Officer).
	115,845	Prop 36 - overtime costs.
	110,582	Federal Passage Grant - overtime costs.
	(97,753)	Salary savings resulting from employee steps being lower than budgeted.
	(12,126)	Adjust for 4% Spend Down Plan - reduce salaries and benefits vs. services and supplies.
	<u>(248,018)</u>	
Services and Supplies	(70,000)	Reduce temporary help costs.
	(83,500)	Reduce general maintenance on equipment.
	250,000	Increase vehicle charges.
	20,000	Increase in travel costs.
	(60,000)	Decrease in DP equipment per ISD.
	12,800	Increase in systems development.
	(40,000)	Decrease in rents/leases.
	(35,570)	Decrease in training costs.
	12,126	Adjust for 4% Spend Down Plan - reduce salaries and benefits vs. services and supplies.
	(225,095)	Risk Management Liabilities transfer to PRN.
	(83,563)	GASB 34 Accounting Change (EHAP).
	<u>(302,802)</u>	
Transfers	79,231	HSS administrative services.
	62,296	Rent - Victorville.
	<u>83,563</u>	GASB 34 Accounting Change (EHAP).
	<u>225,090</u>	
Reimbursements	(16,710)	HSS fiscal staff reimbursement.
	108,105	Family preservation fund.
	212,507	Loss of Behavioral Health funding.
	(11,033)	Fout Springs Parole Officer reimbursement.
	<u>(50,611)</u>	Local Law Enforcement reimbursements.
	<u>242,258</u>	
Total Appropriation	<u>(83,472)</u>	
Revenue		
Current Services	(43,705)	Adjustment - electronic monitoring.
	10,000	Adjustment - CYA reimbursement fees.
	<u>17,000</u>	Adjustment - adult supervision.
	<u>(16,705)</u>	
State, Fed or Gov't Aid	(20,320)	Reduction in Senate Bill 933 estimates.
	15,077	State OCJP/SET Grant.
	(55,353)	Reduction in HIDTA Grant.
	21,240	State PASSAGE Grant.
	(355,000)	Reduction in state funding for STC 924 Program.
	391,016	Federal Title IV-E.
	(195,275)	Change in school contracts.
	209,494	Federal COPS Grant.
	124,834	Federal JAIBG/OCJP Grant.
	24,627	Night Light San Bernardino police contribution.
	(187,969)	Reduction in Federal JABG Grant.
	85,957	Federal Night Light Grant.
	<u>100,000</u>	Federal Prop 36.
	<u>158,328</u>	
Total Revenue	<u>141,623</u>	
Local Cost	<u>(225,095)</u>	

PROBATION

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	15	15.0	993,081	302,900	690,181
Vacant Budgeted In Recruitment - Retain	4	4.0	199,802	-	199,802
Total Vacant	19	19.0	1,192,883	302,900	889,983
Recommended Restoration of Vacant Deleted	-	-	-	-	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
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Note: If position is seasonal indicate next to Classification (Seasonal - May through August)

Vacant Budgeted Not In Recruitment

<i>Clerk II</i>	02844	(1.0)	(39,216)	-	(39,216)
<i>Clerk II</i>	02848	(1.0)	(37,619)	-	(37,619)
<i>Clerk II</i>	02868	(1.0)	(39,216)	-	(39,216)
<i>Clerk IV</i>	04351	(1.0)	(48,211)	-	(48,211)
<i>Probation Officer II</i>	04559	(1.0)	(69,033)	(35,907)	(33,126)
<i>Probation Officer II</i>	04573	(1.0)	(67,871)	(35,326)	(32,545)
<i>Probation Officer II</i>	04582	(1.0)	(70,884)	(36,832)	(34,052)
<i>Probation Officer II</i>	04597	(1.0)	(70,884)	(36,832)	(34,052)
<i>Probation Officer II</i>	04608	(1.0)	(77,567)	(40,174)	(37,393)
<i>Supervising Acct Tech</i>	09288	(1.0)	(59,895)	-	(59,895)
<i>Probation Officer II</i>	09381	(1.0)	(72,181)	(37,480)	(34,701)
<i>Probation Division Director</i>	11617	(1.0)	(108,584)	-	(108,584)
<i>Probation Officer II</i>	14965	(1.0)	(77,567)	(40,174)	(37,393)
<i>Probation Officer II</i>	16128	(1.0)	(77,567)	(40,175)	(37,392)
<i>Probation Officer II</i>	75844	(1.0)	(76,781)	-	(76,781)
Subtotal Recommended - Delete		(15.0)	(993,076)	(302,900)	(690,176)
Subtotal Recommended - Retain		-	-	-	-
Total Slated for Deletion		(15.0)	(993,076)	(302,900)	(690,176)

Vacant Budgeted In Recruitment - Retain

<i>Clerk II</i>	11602	1.0	39,216	-	39,216
<i>Automated Systems Analyst</i>	15600	1.0	71,901	-	71,901
<i>Fiscal Clerk III</i>	16229	1.0	49,469	-	49,469
<i>Clerk III</i>	16233	1.0	39,216	-	39,216
Total in Recruitment Retain		4.0	199,802	-	199,802

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.

If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

POLICY ITEMS

Appropriation	Revenue	Local Cost	Budgeted Staffing	Description
1,485,900	-	1,485,900	14.0	Adult Sex Offender Program.
1,485,900	-	1,485,900	14.0	Totals